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DD/S

57-2811

JUL 23 1956

MEMORANDUM FOR: Director of Personnel

SUBJECT : Preparation of Personnel Officers for Field Assignments

1. During his recent field trip, the Director of Training observed that Personnel Officers at field stations visited by him were generally unable to provide station personnel staff guidance and advice with regard to training available upon return to headquarters. Inquiries regarding training rather inevitably are directed to Personnel Officers since there are no Training Officers at any of the field stations. Mr. Baird reported that the Personnel Officers themselves have suggested that with appropriate briefing and familiarization before beginning their field assignments, they would have been able to provide this service.

2. OER is prepared to provide a training programs orientation and facilities briefing to Personnel Officers being prepared for overseas service. Please see that all Personnel Officers sent to field stations are provided this briefing and orientation prior to departure from headquarters.

3. In the case of smaller field stations which do not include a Personnel Officer, the Administrative Officer, if any, will be given this briefing and orientation prior to departure.

SA/DDS/JER:epm (19 Jul 56)

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Executive Secretary,

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15/
L. K. WHITE
Deputy Director
(Support)

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